MEMORANDUM

TO: Superintendents

FROM: John Keller, Director of Learning Technologies and State E-rate Coordinator

DATE: October 2, 2009

SUBJECT: E-rate update

<u>E-rate Packets On Their Way</u>

E-rate packets are going out this week and next to all current DOE Internet Consortium members. These packets contain forms with much of the information already entered so use these as a starting point rather than downloading blank forms from the DOE web site. Packets have been sent to all School District members with the remaining packets to Charter Schools, Education Service Centers, Vocational and Special Ed Cooperatives, and other small consortia scheduled to go out early the week of October 5. The forms are addressed to the Tech Director or person listed as the contact person on the 2009 Service Level Checklist.

DOE has contracted with AdTec to do this filing so the e-mail will be coming from Judy Carnal. Her e-mail address is jcarnal@admtec.com. If you represent a public school district and have not yet received your packet, you might check to be sure that Judy's e-mail hasn't been caught in your SPAM filter. If you don't find it, contact Judy via e-mail and she will get the packet out to you early next week. In the mean time, please allow mail from Judy as she will be the primary contact for E-rate filing this year. Judy will begin follow-up calls on Monday, October 5th to schools whose e-mails did not go through initially.

<u>E-rate WebEx – October 8, 2009 – 9:00 a.m. Eastern Time</u>

We are looking forward to sharing information about the new E-rate filing process for the DOE Internet Consortium! John Keller and Judy Carnal will share information about the process and walk you through the completion of the various forms. This is a great way to get your questions answered. If you are unable to participate on October 8, the WebEx will be posted for delayed viewing and FAQ's will be answered and posted on the E-rate Information Center on the DOE's web site. Information on how to participate in the WebEx is provided below.

How to participate in the WebEx regarding E-rate

Meeting Number: 645 327 848
Meeting Password: This meeting does not require a password.

To start this meeting
----
1. Go to https://indiana-doe.webex.com/indiana-doe/j.php?S=645327848
2. Log in to your account.
3. Click "Start Now".
4. Follow the instructions that appear on your screen.

Audio conference information

To receive a call back, provide your phone number when you join the meeting, or call the number below and enter the access code.
Call-in toll-free number (US/Canada): 866-699-3239
Call-in toll number (US/Canada): 1-408-792-6300
Global call-in numbers: https://indiana-doe.webex.com/indiana-doe/globalcallin.php?serviceType=MC&ED=120997182&tollFree=1
Toll-free dialing restrictions: http://www.webex.com/pdf/tollfree_restrictions.pdf

Access code:645 327 848

http://www.webex.com

IMPORTANT NOTICE: This WebEx service includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. By joining this session, you automatically consent to such recordings. If you do not consent to the recording, do not join the session.